

Monitoring and Evaluation Officer

Job Description

Location	Llanelli with travel across Powys, Carmarthenshire, Pembrokeshire and Ceredigion.
Reporting To	Project Manager
Terms/Duration of Contract	0.6FTE, Fixed Term to 31 st March 2030
Salary	£27,000 per annum, pro rata

Overview of the Partnership

Porth Gwyrdd - Green Gateway - is an ambitious five-year initiative designed to inspire, engage, and support marginalised 16-30-year-olds in Mid and Southwest Wales into sustainable, green careers. The project is co-designed with and for young people who are disabled and/or from diverse ethnic communities, particularly women, those at the margins of education and employment, on low incomes, and living in rural areas. The partnership is led by Foothold Cymru in partnership with Antur Cymru, Menter Gorllewin Sir Gâr, and PLANED, working across Carmarthenshire, Ceredigion, Pembrokeshire, and Powys.

About the Fund and Its Ambitions

The Porth Gwyrdd project is funded by the Welsh Government's Dormant Funds Green Careers Programme and is managed by the National Lottery Community Fund in Wales. The fund aims to:

- Increase awareness of green careers among young people, especially those who are disabled or from diverse ethnic communities.
- Support these young people into green careers through skills development, work experience, and long-term employment.
- Equip employers to provide inclusive opportunities.
- Share learning to influence policy and practice, driving innovation and inclusion in the green economy in Wales and beyond.

Purpose of the Role

The Monitoring and Evaluation Officer will be responsible for developing, implementing, and managing the project's monitoring and evaluation framework. This role is critical in ensuring the project meets its ambitious targets, demonstrates impact, and shares learning with partners, funders, and stakeholders. The Officer will work closely with the Project Director, Project Manager, delivery partners, and Peer Ambassadors to ensure robust data collection, analysis, and reporting throughout the project lifecycle.

Key Responsibilities

- Lead the design, implementation, and ongoing refinement of the project's monitoring and evaluation (M&E) framework, aligned with funder requirements and project outcomes.
- Develop and manage systems for collecting quantitative and qualitative data on project activities, outputs, and outcomes (e.g. surveys, interviews, case studies, focus groups).
- Coordinate regular data collection from project staff, partners, employers, and participants, ensuring high standards of data quality, consistency, and confidentiality.
- Analyse data to track progress against targets, identify trends, and inform project delivery and improvement.
- Produce timely, accessible, and insightful reports for internal use, funders, and external stakeholders, including annual and end-of-project evaluations.
- Support the co-production and updating of the Porth Gwyrdd Playbook, ensuring learning and best practice are captured and shared.
- Facilitate participatory evaluation activities, including training and supporting Peer Ambassadors to co-evaluate aspects of the project.
- Contribute to the dissemination of project learning, including presentations, policy briefings, and digital content (e.g., blogs, infographics).
- Ensure monitoring and evaluation activities are inclusive and accessible, reflecting the diversity of project participants.

- Support the Project Manager and partners in responding to funder queries, audits, and evaluation requests.
- Keep up to date with best practice in monitoring, evaluation, and impact measurement, particularly in youth, inclusion, and green skills sectors.

Impact and Outcomes of the Role

- Robust monitoring and evaluation systems ensure the project meets its targets, demonstrates impact, and supports continuous improvement through data-driven decision making.
- Inclusive and high-quality data collection captures the experiences and outcomes of diverse, marginalised young people, informing project delivery and stakeholder reporting.
- Participatory evaluation activities empower young people and partners to contribute to learning, fostering a culture of reflection and shared best practice.
- Clear, accessible reporting and dissemination provide evidence of impact for funders, policymakers, and the wider sector, supporting advocacy and future sustainability.

Person Specification

Essential

- Educated to graduate level with a degree in a relevant subject.
- Experience in designing and delivering monitoring and evaluation frameworks for complex, multi-partner projects.
- Strong quantitative and qualitative data collection and analysis skills.
- Ability to produce clear, accessible reports and presentations for a range of audiences.
- Ability to work independently and collaboratively across multiple organisations.
- Experience using CRM systems, survey tools, and data management platforms.
- Excellent organisational, communication, and interpersonal skills.



- Commitment to equality, diversity, and inclusion Strong attention to detail and ability to manage competing priorities.

Desirable

- Educated to post graduate level.
- Experience in the youth, employment, or green skills sectors.
- Knowledge of safeguarding and data protection best practice.
- Welsh language skills.
- Experience with participatory/co-production evaluation methods.
- Experience with action research methodology.
- Experience working with disabled young people and/or those from diverse ethnic backgrounds.
- Familiarity with The National Lottery Community Fund or similar grant programmes.
- Experience supporting peer-led evaluation or youth engagement.

Other

- The partnership is committed to flexible working and supporting staff wellbeing.
- This post is subject to an enhanced DBS check.
- Full UK driving licence and willingness to travel across the four counties covered by the project.

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